

INFORMATION SHEET

PART-TIME EMPLOYEE'S BENEFITS

Fax-Back #263

LEAVE

Part-time employees accrue annual and sick leave on a prorated basis according to their tour of duty. (Example: An employee with 2 years of Federal service working 48 hours per pay period would earn 1 hour of sick leave and 1 hour of annual for each 20 hours worked. The extra 8 hours are carried to the next pay period.)

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB)

Part-time employees who work between 16 and 32 hours per week are entitled to government contributions in direct proportion to the percentage of full-time service. The factor obtained from the attached chart is applied to the government contribution made for full-time employees. (Example: The employee who works 48 hours per pay period is enrolled in a health benefits plan to which the Government contributes \$35.64 biweekly for full-time employees. The amount of Government contribution is \$21.38 ($\$35.64 \times .6000 = \21.38). The \$21.38 is deducted from the total cost (employee withholdings plus agency contributions) of enrollment, and the remaining amount is withheld from the employee's pay.)

Under "premium conversion," the entire employee contribution will be pre-tax unless the employee waives this option.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE

The value of the Federal Employees Group Life Insurance is determined by basic pay. Basic pay for a part-time employee is the pay applicable to his or her tour of duty in a 52-week work year. (Example: Our employee who works 48 hours per pay period at a pay rate \$22,692 per annum has an annual pay for insurance purposes of \$13,615. ($\$22,692$ divided by 52 weeks divided by 40 hours per week times 24 hours in work schedule per week times 52 = \$13,615). The amount of basic life insurance in this case is \$16,000 (\$13,615 rounded to the next higher thousand plus \$2,000 equals \$16,000.) The employee's cost for basic life insurance is \$.150 biweekly for each \$1,000 insurance in force (\$.150 times 16) or \$2.40 per pay period.

RETIREMENT

ANNUITY: Part-time employee's retirement benefits are prorated for computation purposes.

SURVIVOR BENEFITS: The survivor's annuity is indirectly affected by the proration of the retiree's annuity (due to the part-time service). The benefits are derived by a percentage of the basic annuity.

SOCIAL SECURITY: There is no difference in treatment between full-time employees and part-time employees with respect to Social Security retirement, disability and survivor benefits.

THRIFT SAVINGS PLAN: There is no difference in ability to contribute to TSP between full-time and part-time employees.

=====			
<i>Hours Worked on a Regular Biweekly Schedule</i>	<i>Factor</i>	<i>Hours Worked on a Regular Biweekly Schedule</i>	<i>Factor</i>
=====			
32	0.4000	49	0.6125
33	0.4125	50	0.6250
34	0.4250	51	0.6375
35	0.4375	52	0.6500
36	0.4500	53	0.6625
37	0.4625	54	0.6750
38	0.4750	55	0.6875
39	0.4875	56	0.7000
40	0.5000	57	0.7125
41	0.5125	58	0.7250
42	0.5250	59	0.7375
43	0.5375	60	0.7500
44	0.5500	61	0.7625
45	0.5625	62	0.7750
46	0.5750	63	0.7875
47	0.5875	64	0.8000
48	0.6000		